

Return form to:
Dana Herron
California Department of Education
Standards and Assessment Division
1430 N Street, Suite 5408
Sacramento, CA 95814

California High School Exit Examination (CAHSEE)

Apportionment Information Report

2003-2004

(INSTRUCTIONS ON BACK OF FORM)

Section I

School District, County Office of Education, or Charter School Name:	County/ District Code:								
Charter School Number (Only charter schools that are testing and reporting separately from the district):									
CAHSEE District Coordinator:	Telephone:	FAX:							
Address:	City:	Zip:							

The Education Code Sections 60850, 60851, 60852, 60853, 60855, and 60856 require, among other provisions, the administration of the CAHSEE in each public school and state special school that provides instruction in grades 10, 11, and 12.

Promptly following each administration, every school district and independent charter school must report to the California Department of Education (CDE) the number of examinations administered in order to receive reimbursement. **This report is due to the CDE within 10 business days of completion of each administration in each school district containing grades 10 through 12.** This report will provide the necessary information to determine the apportionment amount to be funded to each district or independent charter school for the administration of the CAHSEE in addition to participation data. Please keep a copy for your records. For purposes of apportionment, the district or independent charter school will receive \$2.68 for each student tested (administered the English-language arts (ELA) and/or mathematics exam); and an additional \$0.32 for each answer document submitted with completed demographic information. Each student is only counted once, regardless of whether the student took one or both sections of the CAHSEE (ELA and mathematics). For grade 10 students who did not test at the time of the 10th grade census administration, school districts, county offices of education, and independent charter schools are required to submit answer documents with completed demographic information.

Section II

A separate form must be submitted for each administration. Check only one box in this Section. Specify the administration for which this form is being used by placing an "X" in the appropriate box.

☐

Administration –
February 3-4, 2004

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Administration –
March 16-17, 2004

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Administration –
May 11-12, 2004

Section III

Categories	Grade 10	Adult* Student	Total
① Number of <u>students tested</u> in one or both sections of the CAHSEE.			
② Number of answer documents with completed demographic information submitted for <u>grade 10 students NOT tested.</u>			
③ GRAND TOTAL			

* A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE scheduled to graduate after June 2005.

Section IV

CERTIFICATION: I certify that the information provided on this form is complete and accurate. I also certify that the district shall maintain all related records and make them available for audit purposes.	
Printed Name of the District Superintendent or Charter School Director:	
Signature of the District Superintendent or Charter School Director:	Date:
Printed Name of the CAHSEE District Coordinator or CAHSEE Charter Coordinator:	
Signature of the CAHSEE District Coordinator or CAHSEE Charter Coordinator:	Date:

**Instructions for Completion of the
California High School Exit Examination (CAHSEE)
Apportionment Information Report
2003-2004**

Each school district, county office of education, and independent charter school (if separate from the district) must complete one report for each CAHSEE administration.

Type or use a black or blue pen to complete this report.

Section I

Provide the requested information noted for each box. Be sure to include the County/District code. The boxes requesting information from a charter school only apply if a charter school is testing and reporting independently from the district. In such instances, the CAHSEE Charter Coordinator and the Charter School Director for that charter school must collect the data for the charter school, complete and submit the report, and sign and certify that the information provided by the charter school is complete and accurate.

Section II

There are multiple administrations. For example, one administration is the testing window of February 3-4, 2004, not the subjects tested. A separate form must be submitted for each administration (not per subject tested). Check only one box in this Section. Place an "X" in the appropriate box to indicate the administration used in the report of the information. Future administrations will be approved by the State Superintendent of Public Instruction.

Section III

- ❶ Provide the number of grade 10 and/or adult* students tested in one or both sections (English-language arts and mathematics) of the CAHSEE. Each student is only counted once, regardless of whether the student took one or both sections of the CAHSEE. Sum the numbers and enter the total amount.

Example: School X tested 30 students in mathematics only, 10 students in English-language arts only, and 27 students in both subjects. School X would report 67 students in total.

- * A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

- ❷ Provide the number of answer documents with completed demographic information submitted for grade 10 students NOT tested. Sum the numbers and enter the total amount.

- ❸ Sum the amounts in the "Total" column to calculate the "Grand Total."

Section IV

Print or type the name of the District Superintendent or Charter School Director in the appropriate box. Print or type the name of the CAHSEE District Coordinator or CAHSEE Charter Coordinator in the appropriate box. The District Superintendent or Charter School Director and the CAHSEE District Coordinator or CAHSEE Charter Coordinator must sign in the appropriate box to certify that the information provided on this form is complete and accurate, and that the district shall maintain all related records and make them available for audit purposes. Be sure that each person also dates this document next to his or her name.

This report must be submitted with the ORIGINAL SIGNATURES (preferably in blue ink). This report will not be accepted or processed without the original signatures.

If you have any questions regarding the completion or submission of this report, contact Dana Herron, Standards and Assessment Division, California Department of Education, at (916) 319-0348.